



House of Representatives *State of Utah*

UTAH STATE CAPITOL
350 N STATE STREET, SUITE 350
SALT LAKE CITY, UTAH 84114 • (801) 538-1029

STATE OF UTAH
invites applications for the position of:
Legislative Services Specialist

PHYSICAL ADDRESS: Utah Legislature
House of Representatives — Majority Staff
350 North State Street, Suite 350
Salt Lake City, UT 84114

OPENING DATE: May 20, 2022

CLOSING DATE: Until filled

JOB DESCRIPTION:

The Utah House of Representatives Majority Staff is a partisan office serving the needs of the Majority Caucus Members. The Legislative Services Specialist supports legislators in their duties and goals to serve the people of the state and is responsible for a wide range of administrative, communication, and constituent services tasks. This position requires excellent communication skills, an ability to anticipate needs, and critical thinking. The majority staff for the House of Representatives maintains an exciting culture of high performance, innovation, problem-solving, and flexibility. Be ready to join an exceptionally talented and driven team!

EXAMPLE OF DUTIES:

- Track policy issues and bills for all assigned policy areas and legislators and update team on potential problems or roadblocks
- Communicate effectively with all assigned legislators regarding policy issues and assist with tasks and projects as assigned
- Provide administrative assistance including writing and editing emails, maintaining inboxes, drafting letters and memos, and preparing communications on legislators' behalf
- Manage House Leadership calendar including organizing meetings, making appointments, sending reminders, and prioritizing urgent or sensitive issues
- Maintain records, bill files, notes, and directories for all bills, meetings, constituent cases, and contacts with outside organizations

REQUIRED SKILLS/ABILITIES:

- Excellent organization skills and attention to detail
- Outstanding time management skills and a proven ability to meet deadlines
- Ability to thrive in a fast-paced, ever-changing environment
- Great interpersonal skills with a team mindset, proactive and a self-starter
- Thorough understanding of legislative process
- Proficient with Microsoft, Outlook, and Excel
- Excellent verbal and written communication skills

MINIMUM QUALIFICATIONS:

- Work remotely 2 days; In-office 3 days
- High School diploma or equivalent
- Legislative internship/other legislative experience preferred
- Administrative experience preferred

SALARY: Based on experience, benefits provided.

APPLICATION INSTRUCTIONS: Submit the following by email to utahreps@gmail.com. Incomplete applications will not be considered.

- Cover letter
- Resume
- Sample of work (writing sample)
- Two references

SUPPLEMENTAL INFORMATION:

Employees in this position serve at the pleasure of the appointing officer in an at will status and may be terminated at any time without cause. This is not a career service position.

The State of Utah is an equal opportunity employer. Hiring is done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age or disability. Reasonable accommodations are provided to known disabilities of individuals in compliance with the Americans with Disabilities Act. For accommodation information or if you need special accommodations to complete the application process, contact Rebecca Smyrniotopoulos at rsmyrn@le.utah.gov.